

Sanford Court Management Company

Registered in England and Wales No. 2234527

26th Annual General Meeting

Monday 6th October 2014 at 19.00

at Atwell Martin, Old Town, Swindon SN1 4BB

Present: Mr Derek Cash (DC) chair/director, Mrs Gaye Cash (GC) director, Mr Roy Bayston (ARB), Ms Lynden Guiver (LG) secretary, Mr Norman Wakeley (NW), Mrs Sylvia Wakeley, (SW), Ben Head (BH) property manager Atwell Martin.

Apologies: Sue Lee (SL) (representing Mr Lee)

1/2014 Welcome, introductions and apologies.

The Chair welcomed everyone attending. Apologies from Sue Lee representing Mr J Lee were noted and accepted. There had been no communication from Mrs B Handy.

2/2014 Minutes from 25th AGM dated Wednesday 16th October 2013.

The previous minutes of the 25th AGM for 2013 were accepted and signed as a true record

2.1 Matters arising from previous minutes.

None noted, all covered within agenda items

3/2014 Chair's annual report

It has been another busy year but we have made steady progress on our agreed programme of planned works and improvements to the communal areas of our properties.

There have been no change of ownership of our flats during the past year and we continue to have some really good tenants who are good neighbours and make positive contributions to the Sanford Court community.

There have been two recent incidents which remind us to be vigilant – firstly a fire in the flat of neighbouring Sanford House and an opportunist break-in to Flat 5 in which the intruder was apparently interrupted and fled the scene without taking anything of value.

The Directors have successfully negotiated with Swindon Council to improve the recycling facilities for the flats, along with cleaning and tidying the bin store area, and had regular purges on people outside Sanford Court who have abused the two visitors' parking spaces.

Thanks are recorded to Gaye as a helpful and active fellow Director, Lynden for continuing to act as a supportive secretary and to Ben and his team at Atwell Martin for their management of our property and our income – with a specific mention to Derek Head who is retiring shortly as their efficient finance person.

Questions can be taken either now or under any other business but thank you for all of your continued support and co-operation – not least in paying your monthly charges in full and on time throughout the year – without which we would struggle to survive for very long.

Everyone expressed satisfaction with the new recycling facilities. The mattress that has been dumped may have to be collected by the council, although there is a charge for this facility. A request for all tenants to ensure use of the recycle bins correctly was made

4/2014 Property Manager's Report

- A) The agreed work along the western wall has now been completed and a good job has been done by the contractors. BH reported that both sides of the wall have been repointed as the new neighbour has also done his side.

- B) Six further lime trees have been removed, alternately where appropriate and the remainders pollarded.
- C) The car port and bin store area have been excellently re-painted and the uneven paving slabs relaid.
- D) Residents and visitors have complied with the request not to drive over the gravel path, to the east side of the property.
- E) The planting programme can now finally go ahead with the remaining borders planted next spring. The original quote three years ago from Luke has now increased from £1870 to £2350 to take account of the required rotovation and replenishing the topsoil. The meeting agreed to accept this in order for the work to proceed.
- F) The Leylandii trees were reduced at the rear of the property, improving the level of light in the garden.
- G) Leaves in the gutters will be removed once they have stopped falling from the trees.
- H) Malcolm has carried out regular checks on the communal external lights when required
- I) A recent Health & Safety report revealed that the fish pond at the front of the property raised cause for concern. Options were discussed and it was agreed that replacing the pond with a raised rockery with suitable planting was the best option at a cost of £1400. We wanted something to 'make a statement' especially now that the Willow tree is no longer at the front of the property. **Action:** LG would investigate a new home for the fish as ARB has looked after them since he moved into his flat and had replaced them as required. BH will ask the gardening contractor to proceed with designing a raised rockery.
- J) Communal landing window panes have been replaced. It was confirmed after discussion that the window frames will not be replaced within the near future – probably on a rolling programme in about 3 years time. In the meantime, residents can replace their own blown glass units if required, Residents in Flat 2, have recently replaced their patio door glass and are very pleased with the results and would recommend the company used.
- K) The Minerva cleaning contract is presently once a month and now the cleaner – who had missed visits due to being unwell – was now back it was agreed to continue with the monthly cycle but keep under review.
- L) The communal front door lock for Flats 1, 2, 5, & 6 has been replaced, following the recent break-in. The front door lock for Flats 3, 4, 7 & 8 had been tightened, but if the door is slammed shut, the mechanism works loose. **Action:** Ben to arrange for door handles to be fitted to assist with closing the front door efficiently. Leaseholders to inform all managing agents and residents about shutting the doors gently and not leaving them open so as not to provide opportunity for intruders.
- M) The patio slabs and car port areas have been pressure washed to prevent growth of moss on the communal paths at the front of the building and the gutter clearing is ongoing as part of the annual maintenance plan.
- N) It was noted that items for delivery to Sanford Court are frequently delivered to the incorrect residence, an appropriately placed name plaque would be useful to assist visitors who don't know the site. The sign at the front of the property, near the wall was not visible enough. **Action:** Ben to arrange for a Sanford Court sign to be put up on the property.
- O) The car port numbering for car spaces was not visible and needs something new and more obvious **Action:** Ben to organise new numbering on the car port posts.

5/2014 Annual accounts 2013-2014

The turnover for 2013-2014 was £14,334 (the figure for 2012-2013 was £16,000.00) due to last year's reduction in charges. Although the expenditure for repairs and maintenance has increased, the work had been agreed last year and was necessary for the upkeep and

improvement of the property. There has been a saving on the general insurance, thanks to Atwell Martin's negotiations. The accounts for 2013/14 were presented by the Chair, reviewed and proposed by NW and seconded by ARB for adoption and agreed.

6/2014 Charges for 2014-15

Having reviewed the accounts and our finances, it was agreed we can safely reduce the cost of the maintenance charges again from £1500.00 per flat to £1200 per annum to be reviewed in a year's time. **Action:** Atwell Martin to arrange change with effect from November 2014 and to notify leaseholders in time to adjust their standing orders.

7/2014 Election of officers

The re-election of officers was confirmed for the forthcoming year, with the Chair (DC) proposed by NW and seconded by ARB. DC said he would serve another year if the other officers remained in place which they and the meeting agreed. We would continue using Morris Owen as accountants and for company secretary duties for another year, although there have been a few errors with their administration which was a concern the Chair had raised with them. It was agreed Atwell Martin would continue with their management services for another year on the same fee rate.

8/2014 Any other business

- a) Following the break-in and recent fire at Sanford House, we were reminded of the importance of communicating information between both blocks to ensure all residents were kept aware of incidents that could affect us.
- b) Concern was raised about feeding birds on the ground at the back of the property which potentially could attract rats. **Action:** Owners of rented properties to make their managing agents and residents aware.
- c) If future flat residents have more than one vehicle, there could be a problem with available parking on site. It was agreed to adopt a policy where if this arose, residents would have to park their second vehicle off-site so as to not block the two visitors' spaces. **Action:** Owners of rented properties to make their managing agents and residents aware.
- d) The wooden fence capping at the rear of Flat 3 would be repaired by the maintenance team. **Action:** Atwell Martin

The next AGM meeting will be held in October 2015. Date to be confirmed nearer the time.

Meeting closed at 8.20 pm. Thanks were expressed to BH for hosting the meeting and providing the refreshments provided

Minutes submitted

and signed by the Secretary:-

Dated:-

Minutes approved

and signed by the Chair:-

Dated:-